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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Training

DATE: 19 February 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 7  
11 February - 17 February 1959I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Presuming that DTR will soon get an opportunity to read this report, I'd like to record for him my opinion that [ ] has done a phenomenal job in carrying out dual responsibilities. It is a tremendous burden to execute both jobs and I admire his judgment in the fine balance required between deciding or deferring decisions during a superior's absence.

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2. After talking with Mrs. [ ] local contact for the University of Chicago Summer Institute for Federal Administrators, I confirmed the fact that brochures had not yet been released on the 1959 program. Once again, the University of Chicago will have a new Institute Director. He is Edward Van Ness, vice Stanley Gabis. Sidney Mailick, the original Director, is at NYU. I've written Van Ness for advance information on dates and topics.

3. At the request of [ ] OCR, we are obtaining information from the Dean, School of Library Service at Columbia University with a view to enrolling one or two librarians in a special program on Indexing, which was announced recently.

4. C/LAS has expressed interest in some up-coming meetings locally. We are getting conference agendas for him on two groups: American Anthropological Association, and Association for Asian Studies. In addition, about five of LAS Staff plan to attend the 27 - 28 February conference of the Society for International Development. Principal LAS interest in the conference centers on Moderator Gerald Winfeld's panel on "Selection and Training for Personnel for Cross-Cultural Work".

25 YEAR RE-REVIEW

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5. It was announced recently that Major General Max S. Johnson, Commandant of the Army War College, Carlisle Barracks, Pennsylvania, will retire on 28 February 1959. His replacement will be Major General William P. Ennis, Jr.

6. We have given considerable attention the past two weeks to revamping the Agency regulation governing employee training at non-CIA facilities. A particular concern has been to insure that, since CIA is subject to the Government Employees Training Act (Public Law 85-507), our external training program will be carried on in conformity with that Act. The proposed revision is now ready for informal review of legal facets by the Office of the General Counsel. OGC has already given tacit approval to the agreement form.

7. The call for estimates of external training requirements for FY 1960 has been sent out to operating components via the Senior Training Officers. Offices should have ample time to plan and project their needs prior to the 15 March reporting date which we established.

8. A worthwhile knowledge of electronic accounting and data processing machine installations in the Agency was gained by [redacted] through attending a talk given recently by Mr. [redacted], Chief, Business Machines Services Staff. Mr. [redacted] discussion of "Latest Developments in Electronic Data Processing Equipment" was given as a presentation of the Management Staff Lecture Series. The gist of pertinent facts about machine services in CIA, derived from Mr. [redacted] lecture and from a follow-up visit with him, is given in the enclosed diagram.

9. Casualties affected the working of the Registrar Staff. Two employees were absent, in training [redacted] continues absent from 17 February, and Marie [redacted] finally, on the 19th; both were incapacitated by some form or other of the flu. [redacted] had to absent herself on the 16th because of highly necessary eye-treatments, and [redacted] on the same day had to take sick leave because of dental treatments. Among the male contingent only [redacted] missed any work, but he and [redacted] are operating today in 40 to 50 degree offices, so we may have further illnesses. With Anne [redacted] leaving immediately after typing this report, our bi-weekly sick leave totals 108 hours thus far.

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10. Final arrangements are being made with SAIS for the setting-up of a special class for three TSS employees for part-time [ ] reading. [ ] carried on some negotiations for this training with [ ] has been working with Miss [ ] of SAIS regarding the details. [ ] of TSS (one of the three candidates for the program) has been kept current of the progress. We hope that they will be able to begin next week. Many earlier efforts within LAS and with FSI and FDD failed to materialize.

11. The Air Force has allocated the Agency four spaces in the Ballistic Missile Orientation Course, held at Santa Monica, California, beginning in March. Three Divisions (OSI, ORR, SR) have expressed an interest in this program. [ ] SR, is attending the program this week, so we hope to have all the information on the Course, after his return.

12. ORR requested training for one of their employees at the [ ] for the first week in March. We learned from the [ ] that the bank will not be able to give this training until mid-April. ORR has been so notified, and we have established appropriate suspense action for that date.

14. I released to [ ] all of our file of correspondence through the 1955-57 period bearing on efforts associated with our quota at The National War College. A letter from General Twining, as Chief of Staff, may be of considerable benefit on strengthening our case. I also arranged with William [ ] one of our last year's nominees, to make his graduation program available to [ ] as indicative of the quota allocations used then.

15. Re the AMA Management Course for Government Executives, it appears likely that OP and DD/S will recommend [ ] as a candidate who can personally benefit yet evaluate the course for its potential to other Agency personnel. I understand that if [ ] is a candidate, it will be for Session 3 which begins 25 May.

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16. Everyone associated with language testing should be congratulated on their efforts to eliminate the backlog I identified in Report No. 4. In three weeks, the 1958 backlog was reduced from 210 to 80. Since my report of 29 January here is the situation:

<u>Written Test</u> <u>Given In:</u>	<u>Received</u> <u>from</u> <u>LAS</u>	<u>Still</u> <u>Due</u>
December	35	27
November	50	30
October	6	14
September	11	2
August	18	2
July	5	0
June	2	5
April	3	0
TOTAL	130	80

17. R/TR participated in the Conference Techniques course this week as an "Expert Consultant" on the student topic "Advantages and Disadvantages of the 5% Training Policy."

18. During the week 11 February - 17 February 1959, there were 1,167 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

327 enrolled in 58 classes (15 languages) voluntary  
246 enrolled in 41 classes (15 languages) during hours  
171 enrolled in 8 Operations School courses  
313 enrolled in 12 Intelligence School courses  
92 enrolled in 2 SIC courses  
9 Dependents  
9 from other Government agencies

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